



LSTA Innovative Grant Guidelines for 2009



The innovative grant application deadline is open ended. Applications will be reviewed upon submission based on the quality of the project, its relevance to desired outcomes, and potential for state-wide impact.

- **A library may submit only one application for an innovative mini-grant.**
- **The maximum amount of funding is \$200,000 per application.**
- **A local cash match of 10% of the total requested amount is required.**
- **\$200,000 of LSTA funds will be available for these grants.**

Program Overview

The Indiana State Library will offer all public, school media, academic, and special libraries in Indiana the opportunity to receive federal funds for the purpose of developing innovative library projects with the potential for statewide impact. With assistance from these grant funds, libraries should incorporate innovative methods and emerging technologies into their current library services to address the ever changing needs of their patrons. Libraries should use these funds to test the effectiveness and success of implementing new programs and services and to discern their applicability and potential as a statewide model for enhancing library technology and service.

Desired Outcomes

Projects awarded grant funding must evidence the ability to produce at least one of the following outcomes:

- ✓ Increased effectiveness of telecommunications, technology, and resources used in the library
- ✓ Increased availability of up-to-date and reliable information
- ✓ Delivery of new and improved programs that anticipate and meet Indiana residents' constantly changing needs for library services

Projects evidencing the ability to produce at least one of these desired outcomes are given preference:

- ✓ Replicability in other libraries across the state.
- ✓ Development of partnerships with other agencies, institutions, and organizations
- ✓ Participation in increased resource sharing
- ✓ Enhanced online presence of Indiana libraries

Note: These desired outcomes are derived from the six overarching goals of IMLS, see <http://www.imls.gov/programs/programs.shtm> and the goals and needs identified in Indiana LSTA five-

year plan, see <http://www.in.gov/library/files/LSTAPlan2008-2012.pdf>. Before applying for an LSTA technology grant, please assure that you are aware of the overarching goals and have developed a project that addresses these.

Eligible Applicants

All academic, public (including branches), school media, and special libraries are eligible to apply as long as they meet the following criteria:

- ✓ Located in Indiana
- ✓ Comply with federal and state statutes and regulations
- ✓ Comply with Children's Internet and Safety Protection Act (CIPA) (school media centers & public libraries)
- ✓ Meet Indiana Public Library Standards (public libraries)
<http://www.in.gov/library/2889.htm>

Libraries that are active lenders to other libraries are given preference.

Guidelines

- Grant funds must be spent between the project start date¹ and May 30th, 2010
- Applicants must demonstrate how the use of the new equipment, technology, software, or services supports at least one of the desired outcomes, meets at least one purpose of LSTA, as defined by IMLS², and meets at least one of the goals of Indiana's five-year plan³.
- Applicants must demonstrate that they meet all of the eligibility requirements and should provide evidence of meeting any preferred eligibility requirements if applicable.
- Applicants must cite evidence of a legitimate need in their community and demonstrate how LSTA funds will alleviate the need and lead to desired outcomes.
- Grant recipients **must** submit all reports and meet all expectations in time and as outlined in the 2009 Grant Management Manual, available online at <http://www.in.gov/library/2704.htm>, to receive reimbursements.
- Any digital files created as a result of any grant project, and the associated metadata records, **must** be submitted to Indiana Memory. Applicants must adhere to Indiana State Library's collection development, http://www.in.gov/library/files/dig_colldev07.pdf, image scanning, http://www.in.gov/library/files/dig_imgst.pdf, and metadata, http://www.in.gov/library/files/dig_metast.pdf standards.
- Any technology, equipment, software, or service provided as a result of LSTA funding must be made open-access.

¹ The start date is dependent on when the contract is officially finalized.

² <http://www.imsls.gov/programs/programs.shtm>

³ <http://www.in.gov/library/files/LSTAPlan2008-2012.pdf>.

Timeline for 2009 Mini-Grants

The innovative grant application deadline is open ended. Applications will be reviewed upon submission based on the quality of the project, its relevance to desired outcomes, and potential for state-wide impact.

Budget & Funding

- Applicants may apply for up to \$200,000.
- Applicants must show that they will provide a cash match of at least 10% of the awarded amount.
- Applicants must adhere to the federal guidelines for defining allowable and non-allowable expenses. See cost-principles on LSTA website: <http://www.in.gov/library/2704.htm>

Examples of Allowable Costs:

Technology hardware and software
Training for staff and volunteers
Project Staff
Contracting outside agencies

Examples of Non-Allowable Costs

Ongoing operating costs
Wages and benefits for existing employees
Entertainment costs (NO FOOD BEVERAGES)

To Apply

Mail or hand-deliver one original and one copy of completed application to:

**LSTA Innovative Application
Library Development Office (Rm. 413)
Indiana State Library
140 N. Senate Ave.
Indianapolis, IN 46204**

All grants must be received by the application deadline to be reviewed. Only mailed and hand-delivered applications will be accepted.

Applications are available on the State Library's LSTA website: <http://www.in.gov/library/2704.htm>. Please follow the application instructions also available on the website.

Application Review Process

Grant applications are reviewed by a panel of outside reviewers and State Library staff. Grant applications are scored in relation to the answers provided in each section of the grant application and the overall quality of the grant proposal. A total of 100 points are possible. Projects evidencing the ability to produce at least one of the desired outcomes, as listed above, are eligible to receive at most an additional

15 points. The highest scoring projects are recommended for awards. Should libraries have equal points, preference goes to libraries meeting the preferred eligibility requirements outlined above.

Reviewers may decide to fully fund, partially fund, or not fund any application received. Those who are either not funded or not fully funded can file an appeal to the Indiana Library and Historical Board within 30 days of receiving notice about the reviewers' decision. For more information about this process please see the application instructions.

Please contact Amy Holliday at (317) 234-6550 or aholliday@library.in.gov with any questions.